

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

CHAPTER: 12.03.00
SUBJECT: CHECK ISSUANCE FROM SPECIAL PROGRAM BANK ACCOUNTS
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2000, 2001, 2002, 2003, 2004

1. PURPOSE. To establish maintenance procedures for the handling of funds associated with Special Department Bank Accounts. These accounts will include the Reserve/Cadet Account, the Volunteer Account and any other accounts of this type established in the future.
2. CHECK REQUEST. A check request form or memo will be initiated and approved prior to the check being written. The request must include the payee name, address, description of purchase or purpose, amount, and requester.
3. RECEIPTS. A receipt is required for every check written. The receipt will be held with the check register and must be available for inspection at any time.
4. CHECK REGISTRY. All checks will be entered in the registry at the time the check is written. A running balance of the account will be maintained at all times.
5. DEPOSITS. Deposits will be made and logged in a timely manner, but no deposit may be held longer than 30 days. A running balance of the account will be maintained at all times.
6. PRE-SIGNED CHECKS. All checks will be completely filled out before being signed.
7. LIMIT APPROVAL. All checks for \$100 or greater must be approved by a Commander.
8. REGISTER DETAIL. Every transaction must be immediately entered, and will include the check date, check number, name of payee, description of purchase or purpose, and running balance,
9. CHECKS TO "CASH". No checks made to "Cash" are permitted. If a cash purchase is necessary, two options are available.

A. The person making the purchase may pay in cash, then be reimbursed by check from the fund.

B. A check may be issued to the person making the purchase, the check cashed, and the purchase made with the cash.

A receipt for the purchase is required for either option.

10. CHECKS TO A SIGNATORY. A Commander must authorize any check made payable to a signatory.

11. ACCEPTABLE PURCHASES. Checks may be issued for, but not limited to training and retreats, equipment and uniforms, flowers and awards, departure gifts, banquets, and charitable donations. All other expenditures will require the approval of a Commander.

Alcoholic beverages are NOT an acceptable expenditure.

Chief of Police

Date